



City of Menasha • Department of Public Works

April 28, 2009

Daniel J. Roberts  
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324 Willow Lane  
Menasha, WI 54952

**City of Menasha Sewer System Evaluation Survey (SSES), Phase No. 4, Segment 1  
Foundation Drain and Sump Pump Inspections**

To Whom It May Concern:

In January and February of 2009 you were sent a letter requesting that you contact our office and set up a Foundation Drain/Sump Pump Inspection. A registered letter was sent to you on March 30, 2009 and that registered letter went unclaimed.

Your property needs to be checked for correct storm and drain water disposal. The purpose of this inspection program is to identify any buildings that may have sump pumps, foundation drains or other types of drainage systems improperly connected to the sanitary sewer system. Such connections are improper under both the state codes and City Sewer Use Ordinance. It is imperative that your property be inspected as part of the overall inspection program.

**All properties with improvements need to be inspected; including those with or without sump pumps and basements**

It is extremely important to the City of Menasha to inspect all buildings to identify clear water sources. The City Council passed Ordinance 0-7-04 on June 7, 2004 (see attached) which allows the City to inspect your property. **If you do not contact our office and set up an appointment, the City will bill you the appropriate sewer surcharge as explained in the attached ordinance (\$50.00 per month for residential properties) beginning June 1, 2009, and continuing until such time you contact us for an appointment.**

Please contact this office immediately at 967-3610 to schedule an inspection. Inspections may be scheduled for Monday through Friday, with the first appointment starting at 7:20 AM and the last appointment at 5:40 PM. We will try to accommodate inspections outside of these time slots if necessary. Inspections will take approximately fifteen minutes.

This will be your last opportunity to have your property inspected before being billed the appropriate sewer surcharge beginning June 1, 2009. Please contact me or Tim Montour at 967-3610 if you have any questions.

Sincerely,

Mark Radtke  
Public Works Director

Enclosure

C: Mayor Merkes  
Common Council (Communication) ✓